

APPENDIX A

IRB Protocol #: _____
Date Submitted: _____
Date of Certification: _____

(please check one)

- Business
- Education
- Psychology

(Type of Review)

- Exempt
- Expedited
- Full

REQUEST FOR REVIEW OF RESEARCH

(Submit to the Institutional Review Board, including copies of new or nonstandard tests, questionnaires, inventories, consent forms, and letters to parents and/or guardians. **IF REQUESTING AN EXEMPT REVIEW YOU MUST ALSO INCLUDE A REQUEST FOR EXEMPT REVIEW FORM**)

NOTE: No participants may be run, for pilot work or for the main study, until you are informed in writing that the proposed research project has been certified. Significant changes in procedure must also be cleared through the Institutional Review Board.

Each item must be filled in or indicated as non-applicable.

(PLEASE TYPE)

Investigator: _____

Address: _____

E-mail: _____ Phone: _____

Research Advisor: _____

Research Advisor E-mail: _____ Phone: _____

Title of Project: _____

Funding for Project: _____

1. Brief Description of Project:

*Please include a brief (no more than two paragraphs) description of your research study. **DO NOT** simply cut-and-paste your research proposal here. Provide a brief*

justification of the proposed research based on existing literature.

2. Source of Participant(s):

Describe (a) source and number; (b) method of recruitment and selection; (c) expected ages, gender, ethnicities; (d) compensation (includes money, gift certificates, candy or snacks, reduced-cost or free services, etc.); and (e) the investigator's relationship to participants (e.g., therapist to client, etc. - address any conflict of interest here.)

*Please attach to this application, copies of notices or advertisements used to recruit participants. **These must contain the name, phone, address of investigator; purpose of the study; eligibility requirements for participant(s); description of benefits; compensation; and location of the study.***

3. Research Procedure:

Describe the research design and procedure.

Be sure to state the hypotheses and the research design. Describe exactly what is to be done to the participant(s), and what they will be expected to do. Be specific.

If an interview, survey or other questionnaire techniques will be employed, include a copy of questions, the type of questions, which will be asked and a copy of each data-gathering instrument. Include a copy of all surveys, paper and pencil tests, standardized questionnaires, open-ended question-interview material, etc. Be sure to name and briefly describe each questionnaire to be used. If development of these materials is part of the project, describe the nature of information to be collected from participants as specifically as possible; especially describe any personal and sensitive information to be requested of participants.

Specify the total time it will take for a participant to participate and, as applicable, the number and duration of sessions for each participant, and the time period over which a participant will participate.

4. Is any deception involved? (If yes, describe.)

If the research involves deception or coercion, please describe how and why deception or coercion is required. Also provide the explanation or debriefing that will be provided to the participants at the end of the experiment, and how the debriefing will occur (e.g., in person, written form, telephone).

5. Are the participants at risk, i.e., exposed to the possibility of physical, mental, or social discomfort, harm, or danger?

Please provide a concise, clear description of the risks and benefits to your participants. The statement should be understandable to non-specialists and should include:

A. A description of any potential risks or discomforts to the participant. Risk refers to possible physical, psychological, or social injury from participating in the study over and above the ordinary risks of daily life and chosen occupation. Common discomforts include fatigue associated with physical activity, stress caused by discussing sensitive topics, social discomfort caused by potential loss of confidentiality, etc.

B. Will “sensitive data” about participants be collected? What type of sensitive data will be collected? Sensitive data includes many responses to self-report instruments and interview questions that inquire about information which the participant would not want to be made public knowledge. The threat of loss of confidentiality is considered a risk to participation and must be directly addressed in the consent form.

C. A definition of benefits to the research participant or alternatives for participation in the study. Specify the consequences of not participating in, or withdrawing from the study, in succinct terms (e.g., if you withdraw from this study, you will or will not receive compensation). Clearly state all of the conditions of compensation, which apply to the study, so that participants may be informed should they choose not to participate or withdraw. Do not include broad benefits to society or potential research benefits to a group as a benefit to the participants.

6. Describe steps taken to minimize risk:

Specifically address each of the risks described above and describe what steps will be taken to minimize them.

7. Describe the security procedures for assuring participants' privacy and confidentiality of data.

Will participation in the study be anonymous or confidential (it cannot be both)? Describe the specific procedures which will be taken to ensure anonymity or confidentiality. Be certain to address the location of the physical storage of the data, who will have access to it, how long it will be kept, and how it will be disposed of. If data will be assigned a code number in lieu of names, describe whether a master list of names and codes will be kept, where it will be located, etc. If clinical vignettes will be used, will verbatim transcripts from therapy be published? How will identifying information be protected? If group interviews or focus groups are used, what steps will be taken to minimize the risk to confidentiality through other group members?

